

**CLASS TITLE: PRINCIPAL POLICY ASSOCIATE (PUC)**

**Class Code: 02529100**  
**Pay Grade: 40A**  
**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To develop, implement, and ensure consistency with Public Utilities Commission policy; to assist the Commission with special projects and reporting duties, in particular projects and reports related to energy policy; to serve as the Commission's representative in interagency and interjurisdictional matters related to policy and assigned work, with a focus on energy policy; to serve as the Commission's representative in regional and federal matters related to policy and other assigned work; to support the Chairperson and Commissioners on related work, as necessary; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Chairperson with latitude to exercise judgement in work prioritization.

**SUPERVISION EXERCISED:** Directs Commission consultants and staff as necessary.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To develop, implement, and ensure consistency with Public Utilities Commission policy.

To assist the Commission with special projects and reporting duties, in particular projects and reports related to energy policy.

To serve as the Commission's representative in interagency and interjurisdictional matters related to policy and assigned work, with a focus on energy policy.

To serve as the Commission's representative in regional and federal matters related to policy and other assigned work.

To support the Chairperson and Commissioners on related work, as necessary.

To serve as a Commission staff in matters before the Commission as assigned, with a particular focus on matters related to State and Commission policy and energy issues.

To assist in the development of Rhode Island's position on regional electricity policy.

To attend meetings related to regional electricity policy on behalf of the PUC and the state of Rhode Island, and to present the policy to in-state and regional stakeholders, including other states, ISO-New England, and New England Power Pool participants, among others.

To research and maintain a thorough understanding of regional and federal energy and regulatory matters, and other regulatory matters as necessary.

To report to and advise the Chairperson and Commissioners on developing policy issues, and draft the Commission's input to these processes, consistent with state and Commission policy.

To serve as staff to Rhode Island's participation in the New England State Commission of Electricity, the New England Conference of Public Utilities Commissioners, the National Association of Regulatory Utility Commissioners, and other multi-jurisdictional groups.

To represent the Commission of electric grid modernization issues and coordinate the same with other jurisdictions.

To work with Commissioners, staff, and consultants to develop the Commission's policy and actions on issues related to grid modernization and including development of written recommendations to the Commission, and to represent the Commission in meetings related to grid modernization.

To work with staff and consultants to manage projects, manage stakeholder engagement, and execute related actions.

To serve as Commission liaison to other state agencies working on related issues and participate in

related interdepartmental projects. To support the Commission's legislative liaison and assist in the drafting and review of legislative proposals as they relate to Commission expertise and policy.

To oversee and coordinate the Commission's administration of Rhode Island's Renewable Energy Standard (RES) by maintaining a thorough knowledge of renewable portfolio standard policies in Rhode Island and other jurisdictions and presenting information to the Commission and other stakeholders as necessary.

To engage and manage the Commission's consultant for the Renewable Energy Standard, review filings regarding compliance with the RES and related regulations, and ensure compliance with the Commission's RES regulations and orders.

To recommend to the Commission necessary actions to administer the RES and develop and advise the Commission on new policies to improve implementation of the RES.

To interact with stakeholders and respond to inquiries regarding compliance with the Commission's RES rules and regulations and Commission orders.

To interact with NEPOOL-GIS and ISO-New England regarding implementation of the RES.

To draft the Commission's annual RES report to the Governor and General Assembly.

To represent the Commission on special projects, including the Commission's participation in stakeholder processes such as technical studies, steering committees, and advisory committees.

To interact with media, draft and issue press releases and statements, and generally support Commission communications, as necessary.

To perform other duties as necessary.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPABILITIES:** Knowledge of federal, regional, and state energy and regulatory policy issues; knowledge of Rhode Island utility regulation and energy policy; ability to investigate, research, and analyze highly technical material including, but not limited to, program design, utility tariffs, legislation, policy, economics, market systems, and energy systems; strong background in technical writing, report writing, and oral communications skills; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through graduation from a college of recognized standing and from an accredited law school or a Masters' degree in economics, business, government, or physical sciences; and

Experience: Such as may have been gained through: at least three (3) years' experience in an energy policy position with a federal or state office.

Or, any combination of education and experience that shall be a substantially equivalent to the above education and experience.

Class Created: December 24, 2017